

Budget
BUDGET MANAGEMENT
SUPPORT FOR RESOURCE ADVISORS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction establishes the procedures for Resource Advisors (RA), Cost Center Managers (CCM), International Merchant Purchase Authorization Cardholders (IMPAC), Temporary Duty Monitors (TDY), and the 4 Air Support Operations Group (4 ASOG) commanders. It provides an overview of the guidance and responsibilities that govern each squadron/detachment's budget. All commanders are responsible for ensuring this instruction is adhered to.

References: AFI 65-601, Volume 1, Budget Guidance and Procedures, AFI 65-601, Volume 2, Budget Management for Operations, DFAS-DE 177-16, Administrative Control of Appropriations, 4 ASOG Commander Directives.

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CHAPTER 1

BUDGET PROGRAM OVERVIEW

1.1. Purpose and Objective.

1.1.1. This instruction details the 4 ASOG fiscal management program and outlines the resource advisor's (RA) duties. All 4 ASOG units will use this instruction throughout the funding process.

1.1.2. The objective of this instruction is to institutionalize the budget management process for the group to ensure proper squadron and detachment budget transactions.

1.2. Budget Organization Structure.

1.2.1. The structure is designed to align unit RAs and Cost Center Managers (CCM) under the 4 ASOG/RA. RAs in turn coordinate the budget of several cost centers, while CCMs regulate the consumption of work hours, supplies, equipment, and services to do the tasks within their cost center. For more detail on the group's budget structure, see attachment A1 (Budget Organization Diagram)

1.2.2. The 4 ASOG commander oversees the budget process and is the final approval authority for all transactions. This instruction sets forth the commander's specific policies for the distribution and spending of all group funds.

1.3. Financial Management Training.

1.3.1. The 4 ASOG/RA will ensure all personnel receive RA/CCM training upon their appointment. RA/CCM training will be in accordance with governing DoD finance and main operating base directives and will be provided locally by the 4ASOG/LGF.

1.3.2. Training will include, but not be limited to, basic MICROBAS concepts (how to read reports and open document listings), filling out basic paperwork, budget calendar, budget formulation and processing, etc. The RAs/CCMs will also be trained on this instruction and the group fiscal organization. All reporting requirements and required suspense's will be thoroughly briefed. The group RA will ensure training prepares the organization's budget managers for proper fiscal oversight and familiarizes them with all group policies.

1.4. Forms Prescribed.

1.4.1. AF Form 9, (Request For Purchase); for purchase requests over \$2,500. See attachment A2.

1.4.2. AF Form 1269, (Request for Load/Change in Fund Target); to request a load or change in fund targets. This is the desired end state of the forecasted budget and is used quarterly and annually. See attachment A3.

1.4.3. DD Form 448, (Military Interdepartmental Purchase Request (MIPR); for purchasing or receiving services from any DoD Agency other than the AF. See attachment A4.

1.4.4. AF Form 616, (Fund Cite Authorization); the authorization to cite funds. See attachment A5.

1.4.5. AF Form 4009 (Government Purchase Card Fund Cite Authorization); for the approving official to request the authority to expend funds for government purchase card transactions. See attachment A6.

1.5. Responsibilities.

1.5.1. Commanders will:

1.5.1.1. Appoint in writing, a unit RA, CCM, TDY Monitor, International Merchant Purchase Account Card (IMPAC) holder, and IMPAC approving official and provide a copy of these letters to the 4 ASOG/LGF. One person may serve in multiple positions; however, no one can serve as both an IMPAC holder and approving official.

1.5.1.2. Ensure unit funds are spent appropriately and the provisions of this instruction, as well as Air Force and DoD financial instructions, are followed.

1.5.2. Unit RAs/CCMs will:

1.5.2.1. Ensure all funding documentation (4009, 616, form 9, MIPR etc...) is routed through 4 ASOG/LGF. When a unit processes paperwork for a purchase, the RA will ensure the document has the group RA's coordination prior to submission and that no purchases occur without this coordination. 100 CPTS and USAFE CONS will reject any request that has not been routed through and initialed by 4 ASOG/LGF. Note: Purchases such as supply and GWPC buys do not require the group RA's coordination. The paperwork that needs RA coordination is anything that will go up to finance or contracting.

1.5.2.2. Advise their unit commander on funding issues.

1.5.2.3. Comply with the guidance in this instruction.

1.5.2.4. Keep all prior-year paperwork for 2 years.

1.6. Continuity Book.

1.6.1. All RAs/CCMs are responsible for keeping a budget program continuity book.

1.6.2. The following are required items for the RA/CCM continuity book: Tab A, 4ASOGI 65-101, Tab B, letters of appointment for RA/CCM, IMPAC holders, and TDY monitors. Tab C, Examples for building fund cites. Tab D, budget calendar, and any forms pertinent to your organization. Tab E, fin plan. Tab F, training references. Tab G, Financial Working Group (FWG) minutes.

CHAPTER 2

BUDGET FORMULATION

2.1 Budget Calendar.

2.1.1. The budget calendar is a tool used by the RA/CCM to schedule annual projects and provide planning information for group suspenses on various budget activities. See attachment A7 for an example of Budget Calendar.

2.2. Initial Distribution of Funds.

2.2.1. 4 ASOG/LGF receives initial distribution annually from the 100th Air Refueling Wing (100 ARW) at RAF Mildenhall, U.K., as approved by Headquarters Third Air Force, based on our financial plan projection.

2.2.2. 4 ASOG/LGF will provide projections of funding ceilings to each unit based upon their financial plan and prior fiscal year spending.

2.2.3. 4 ASOG's FWG will meet to make recommendations to the FMB for funding allocation based on projections.

2.2.4. 4 ASOG's FMB will meet to discuss the recommendations made by the FWG. Each member will then agree or disagree with the recommended unit allotment, and a final vote will be taken. The 4 ASOG Commander approves the final budget figures.

2.3. Financial Plan (Fin Plan).

2.3.1. The Fin Plan details what an organization needs to operate and accomplish its mission. The 100 CPTS will give 4ASOG/LGF an estimate (bogey) as a working estimate. The bogey is based on the prior-year distribution and the current Fin Plan. Anything that does not fit within this bogey is an unfunded requirement.

2.3.2. Fin Plans will be requested from all subordinate units in November of each calendar year (CY). See budget calendar, attachment A11. RAs and CCMs will then meet with the group RA to consolidate their figures and come up with one fin plan to submit to the group CC. See attachment 8 (A8) for a Fin Plan example.

2.3.3. Group commander will meet with commanders and finalize the fin plan in November.

2.4. Special Funds.

2.4.1. EOY spending lists will be incorporated into a requirements book containing both mission and unfunded projects. The requirement book will list the unit's top 10 list of mission unfundeds and a top 10 list of all their QOL projects. Additionally each unfunded will be thoroughly researched, with all required paperwork completed prior to submission. These books will be completed and copies of all paperwork forwarded to the group RA NLT 15 January each fiscal year.).

2.4.2. Requirement books will be updated and changes forwarded to the group RA as needed.

2.4.3. CINC Command and Control Initiatives Program (C2IP)

2.4.3.1. The C2IP program offers components an opportunity to vie for funds allocated solely to upgrade the combatant commander's command and control systems. This program is an annual submission opportunity, with occasional out-of-cycle requests for inputs.

2.4.3.2. Consideration will be given to timely (completed and operational within one year), low-cost (less than \$300K), near-term improvement to the CINC's C2 systems. The submissions must be necessitated by unforeseen circumstances that would not have allowed submission for POM-cycle funding.

2.4.3.3. C2IP projects must be consistent with the C4I for the Warrior concept and the Defense Information Infrastructure Common Operating Environment (DII COE) guidelines. The initiatives must be joint and interoperable to meet the CINC's criteria. Ensure all submission justifications include the interoperability aspects with other service systems or organizations.

2.4.3.4. C2IP projects will be logistically supported through standard DOD logistics channels or have provisions for follow-on contractor support included in the normal O&M budget.

2.4.3.5. An example of a C2IP submission is provided at attachment 11 (A11).

2.4.4. CINC Initiative Funds (CIF)

2.4.4.1. The primary focus of the CINC Initiatives Fund is to support unforeseen contingency requirements critical to CINC joint warfighting readiness and national security interests. The strongest candidates for approval are initiatives that support CINC activities and functions, enhance interoperability, and yield high benefit at low cost. CIF funds can be allocated for a variety of reasons and are not limited to “command and control” systems. CJCSI 7401.01 provides guidance for applying to the CIF program.

2.4.4.2. The fund provides a means for CINC's to react to unexpected contingencies and opportunities. It is not intended primarily to subsidize ongoing projects, supplement budget shortfalls, or support service component expenses that are normally the responsibility of the parent service

2.4.4.3. There is no funding limit on CIF proposals. The submission must have valid justification and “impact if not funded” statements. Also, the proposal must indicate why prior year funds were not made available for the initiative.

2.4.4.4. As with C2IP proposals, CIF initiatives must show how they enhance our organization's warfighting capability and enables interaction with joint forces.

2.4.4.5. An example of a CIF submission is provided at attachment 12 (A12).

2.4.5. Quality of Life (QOL).

2.4.5.1. QOL funds are periodically provided by higher headquarters to fund projects or items that improve morale, unit living conditions, and welfare.

2.4.5.2. Units will maintain a standby list of needed QOL projects for submission when higher headquarters makes QOL funds available (see 2.7.4.7). All applicable paperwork must be completed and ready for immediate submission. All required research, stock numbers, specifications, vendor/supplier information, etc., must be done and kept in standing unit project files.

2.4.5.3. All RAs will keep a record of all self-improvement projects (funds spent, contracts etc.) on their facilities.

2.5. MICROBAS.

2.5.1. MICROBAS is a software program that interfaces with central financial management computers and databases. Reports generated using MICROBAS depict where funds are spent and where they are in the funding cycle (committed or obligated).

2.5.2. An open document listing (ODL) details all documents (TDY orders, vouchers, contracts, etc.) that have not reached the accounting expenditure paid (AEP) stage or “paid” status. If a TDY was revoked but orders were generated, a voucher must still be completed to de-obligate the funds. If a member has been paid but the ODL does not reflect it, the RA/CCM must call Accounting Liaison to request moving the commitment/obligation to the “paid” status.

2.6. Spend Plan.

2.6.1. A spend plan is a report detailing unit plans to spend funds through each FY quarter.

2.6.2. Spend plan reports are broken out by the Element of Expense Investment Codes (EEIC) which are funding categories. For example, EEIC 637 is used for acquisition of automated data processing equipment.

2.6.3. Quarterly spend plans will be forwarded to 4 ASOG/LGF NLT the 5th duty day of the beginning of each quarter of the FY. See attachment 13 (A13) for an example of a spend plan.

2.7. Responsibilities.

2.7.1. The group commander will:

- 2.7.1.1. Approve initial distribution of funds.
- 2.7.1.2. Approve the Fin Plan.
- 2.7.1.3. Prioritize EOY and unfunded list.
- 2.7.1.4. Prioritize QOL funds submission.
- 2.7.1.5. Provide direction to the group RA.

2.7.2. Unit commanders will:

- 2.7.2.1. Ensure RA/CCM meets all suspense's to 4 ASOG/LGF.
- 2.7.2.2. Compile and prioritize unit unfunded and QOL lists.
- 2.7.2.3. Approve unit Fin Plans and spend plans.

2.7.3. The group RA will:

- 2.7.3.1. Ensure all paperwork (Fin Plan, QOL, and unfunded list) received is compiled and submitted to the group commander for final review.
- 2.7.3.2. Compile all lists for submission (Fin Plan, QOL, and unfunded list), ensuring paperwork is complete then forward the consolidated 4 ASOG inputs to the 100 CPTS/FMA.
- 2.7.3.3. Review the ODL weekly to ensure documents are processed properly.
- 2.7.3.4. Trace stagnant documents (not moved within 90 days) to their origin (TDY orders by SSAN, etc) to facilitate its move to the obligated stage.

2.7.4. Unit RAs/CCMs will:

- 2.7.4.1. Be responsible for cost center information of each product sent to the group. They will ensure all information is accurate (prices researched, availability of an item, etc.) before sending to the group.
- 2.7.4.2. Review ODL weekly to ensure documents are processed properly.
- 2.7.4.3. Trace stagnant documents (not moved within 90 days) to their origin (TDY orders by SSAN, etc) to facilitate its move to the obligated stage.
- 2.7.4.4. Report any double commitments on the ODL to 4ASOG/LGF for resolution.
- 2.7.4.5. Forward copies of all receiving reports to the 4ASOG/LGF.
- 2.7.4.6. Maintain a standard mission unfunded/QOL book. This book will include three tabs. Tab A will have the most current copy of the budget OI. Tab B will consist of the unit's current unfunded list as well as all pertinent paperwork needed to purchase each item should funds become available. TabC will have the unit's current QOL list and will also have all pertinent documentation/forms needed to purchase items should funds become available. Any unfunded mission or QOL not having all pertinent paperwork will not be considered should funds become available.

CHAPTER 3

FINANCIAL WORKING GROUP (FWG) / FINANCIAL MANAGEMENT BOARD (FMB)

3.1. FWG Procedures.

- 3.1.1. The FWG will be held on a quarterly basis, normally during the third week of the first month of the quarter. All RAs and CCMs are voting members on the FWG.
- 3.1.2. 4 ASOG/LGF will convene the FWG to discuss issues such as spend plans and resource allocation.
- 3.1.3. Minutes will be distributed to all unit RAs.
- 3.1.4. The FWG will make non-emergency funding initiatives and recommendations to the FMB.
- 3.1.5. FWG members will come to the meetings with their Mission unfunded/QOL book and be prepared to present all paperwork necessary to illustrate their need for funds

3.2. FMB Procedures.

- 3.2.1. The FMB is made up of all unit commanders or their designees and convened quarterly. Meetings will be held in conjunction with the regularly scheduled 4 ASOG commander's conference.
- 3.2.2. The FMB will approve or disapprove all recommendations for resource allocation submitted by the FWG.
- 3.2.3. Unit resource advisors will brief their unit commanders prior to the FMB.
- 3.2.4. The group RA will detail recommendations made at the FWG and any pertinent issues that will be presented to the FMB for approval.
- 3.2.5. All FMB members are responsible for gathering pertinent issues and/or facts from their RA prior to the FMB in order to vote appropriately on all issues presented.

3.3. Responsibilities.

- 3.3.1. The group commander will chair FMB meetings.
- 3.3.2. The Deputy commander and unit commanders are voting members of the FMB.
- 3.3.3. The group RA will conduct the FWG and brief the group commander on all pertinent information. The group RA will also be available for questions during the FMB.
- 3.3.4. Unit RAs and CCMs are voting members of the FWG and will attend all meetings.

CHAPTER 4

GOVERNMENT – WIDE PURCHASE CARD (GWPC) PROCESS

4.1. Approval Process.

4.1.1. The unit billing official is responsible for all unit GWPC purchases. Billing officials will refer to AFI 64-117 for all questions of legality.

4.1.2. When in doubt, consult with 4 ASOG/LGF.

4.2. Monthly Reporting Process.

4.2.1. Unit GWPC monthly billing statements will be sent to 4 ASOG/LGF after all transactions have cleared and amounts are correct.

4.2.2. The billing cycle is 30 days, during which accumulated merchant charges or credits are posted by Rocky Mountain Bank Card System (RMBCS) to the cardholders' accounts. The billing period for the Air Force is from the 26th of each month to the 25th of the following month.

4.3. Cardholder Procedures/Training.

4.3.1. Cardholders will coordinate purchases with their billing official prior to commitment of funds.

4.3.2. Cardholders will immediately log all purchases when made, and when the bill is received, compare it with GWPC log for accuracy. See attachment A-14 for an example of GWPC log.

4.3.3. All outstanding charges made using the GWPC will be annotated on the monthly logs, to account for money already committed and to prevent overspending.

4.3.4. Cardholders will complete the GWPC training course at our servicing contracting facility and any additional training by their billing official prior to receiving authority to purchase.

4.4. Responsibilities.

4.4.1. Unit commanders will provide GWPC program oversight and ensure the billing official sends monthly master billing statement to the group RA within the same month the billing statement is received.

4.4.2. Unit RAs/CCMs will normally be billing officials for their organization.

4.4.3. Unit GWPC holders will:

4.4.2.1. Receive authorization from their billing official before using their card.

4.4.2.2. Keep a current balance of purchases made to ensure the quarterly allotment is not exceeded. Log all purchases daily on the GWPC purchase log.

4.4.2.3. Reconcile the monthly purchase log with the actual bill to ensure all purchases are accurate and annotate any purchases that did not appear on the bill.

4.4.2.4. Send purchase log to billing official monthly.

4.4.4. **GWPC** billing officials will:

4.4.3.1. Ensure all purchases are legal and consistent with unit policies and objectives.

4.4.3.2. Fax monthly billing statement to the group RA within the same month the bill is received.

4.4.3.3. Submit amount needed to increase the AF Form 4009 to group RA no later than the 25th of the last month of each quarter.

CHAPTER 5

TDY PROCESS

5.1. Projections.

5.1.1. All TDY projections are due to the 4 ASOG RA NLT than the 25th of the last month of each quarter. (Projections will include the itinerary, number of personnel as well as the cost for each TDY.)

5.1.2. TDYs funded by the 4 ASOG are due NLT the last duty day of each quarter to the 4 ASOG TDY monitor.

5.2. TDY LOG

5.2.1. A TDY log will be utilized by all TDY monitors. This log will be used to track all orders prepared by the individual unit.

5.3. Certification.

5.3.1. All RAs are required to initial the fund cite on each TDY order before the order is sent to the group for certification. When the RA initials the fund cite he is stating that he/she has funds available.

5.3.2. Orders will be loaded (by the group RA) into a system called Microsoft Operating System (MOOPS). Then orders will be sent electronically Mildenhall where they will immediately be put into obligation status.

5.4. Responsibilities.

5.4.1. Unit commanders will appoint a TDY monitor in writing to ensure oversight of the program.

5.4.2. Unit RAs/CCMs and TDY monitors will ensure funds do not exceed their annual authority to spend.

5.4.3. TDY Monitors will:

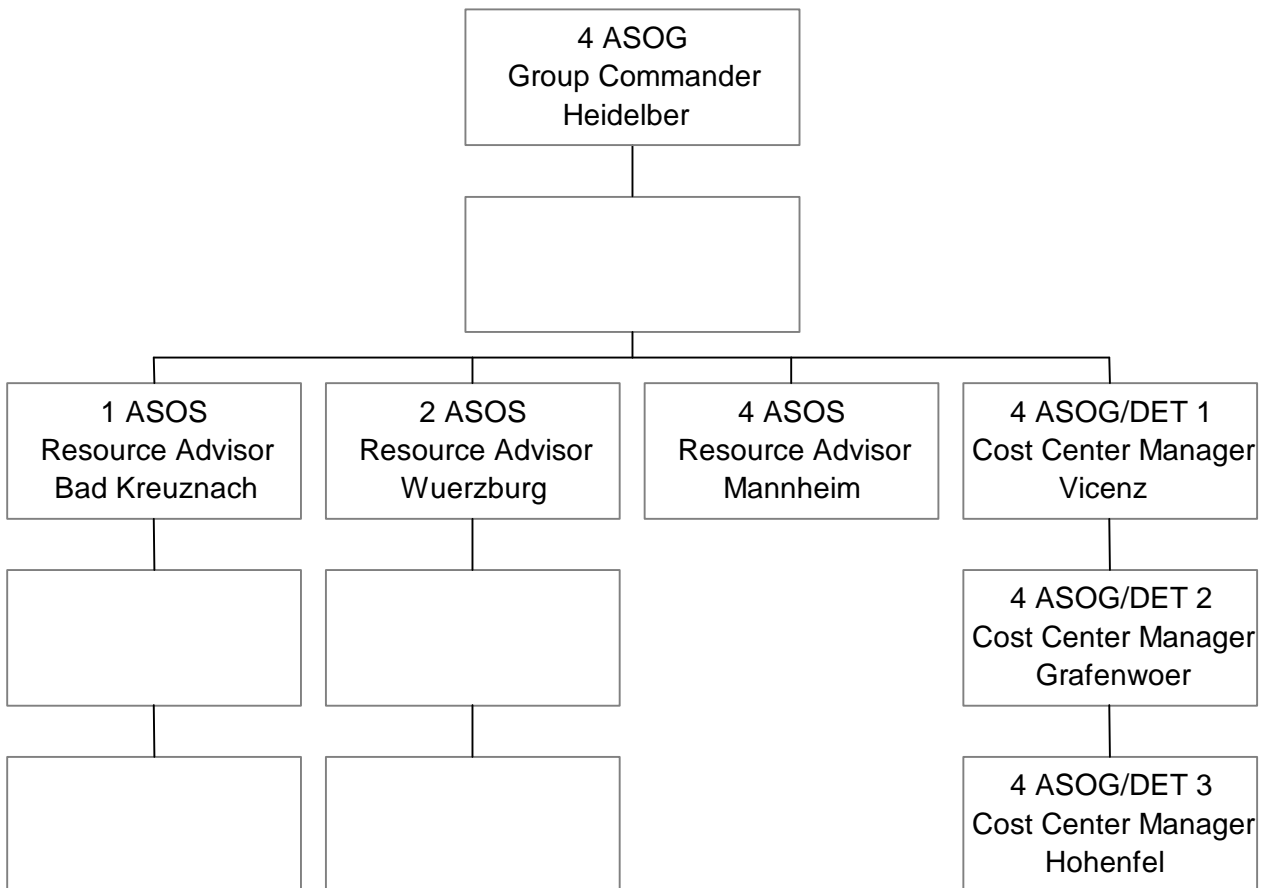
5.4.3.1. Keep a current balance of TDY expenses and ensure funds do not exceed the FY target for funding.

5.4.3.2. Give quarterly projections of TDY expenses to group RA on the 25th of last month of each quarter.

5.4.3.3. Track all 1164's *Claim for Official Reimbursements for Expenditures on Official Business*.

CHARLES R. GREENWOOD, Colonel, USAF
Commander

**ATTACHMENT 1
BUDGET ORGANIZATION DIAGRAM**



ATTACHMENT 2
AF FORM 9 (REQUEST FOR PURCHASE)

REQUEST FOR PURCHASE				NO.	
INSTALLATION MILDENHALL RAF, UK				DATE 1999100	
TO: Contracting Officer USAFE CONTRACTING CENTER, APO AE				CLASS	
THROUGH 100 CPTS/FMA, MILDENHALL RAF, UK, APO AE				CONTRACT, PURCHASE, ORDER OR DELIVERY ORDER NO.	
FROM: (Insert RC/CC, if applicable) 4 ASOG/LG, UNIT 29356, APO AE					
IT IS REQUESTED THAT THE SUPPLIES AND SERVICES ENUMERATED BELOW AND IN THE ATTACHED LIST, BE					
PURCHASED FOR 4 ASOG/LG, APO AE		FOR DELIVERY TO SEE BELOW		NOT LATER	
ITEM	DESCRIPTION OF MATERIAL OR SERVICES TO BE PURCHASED	QUANTIT	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL
01	Purchase fuel coupons. German super unleaded.	20	Bks	\$ 45.00	\$ 900.00
02	Purchase fuel coupons. German diesel.	7	Bks	45.0	315.0
	Fuels management is unable to provide fuel at off-base locations.				
	4ASOG/LG Unit 29356 APO AE 09014				
RC/CC: 163910 EEIC: 612 OBAN:				TOTAL	\$ 1,215.0
PURPOSE					
DATE 1999100	TYPED NAME AND GRADE OF REQUESTING OFFICIAL FELIX D. TRAWICK, SSGT		SIGNATURE		
			TELEPHONE NO. 370-		
DATE 1999100	TYPED NAME AND GRADE OF APPROVING OFFICIAL MICHEAL W. MIRE, SSGT Resource Advisor		SIGNATURE		
I certify that the supplies and services listed above and in the attached list are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.					
ACCOUNTING CLASSIFICATION 570 3400 300 8015 163910 01 612				AMOUNT \$ 19,936.0	
DATE	TYPED NAME AND GRADE OF CERTIFYING OFFICIAL		SIGNATURE		

AF FORM 9, MAR 77 (EF-V2)

ATTACHMENT 3
AF FORM 1269 (REQUEST FOR LOAD/CHANGE IN FUND TARGET)

REQUEST FOR LOAD/CHANGE IN FUND TARGETS										CONTROL NUMBER					
FROM: 4 ASCG					THRU:					DATE: Page 1 of 1					
BASE SUPPLY OR MEDICAL SUPPLY SYSTEM POSTING										GENERAL ACCOUNT:					
FVF										FVA					
ACF CONTROL NUMBER	SD	PMR CODE	ORG CODE	\$ AMOUNT (\$XX,XXX,XXX.XX)	REVISED TARGET (PMR) (\$000)	ESIC CODE	RCIC CODE	BPAC/BA	SALES CODE (REMB)	REVISED TARGET (\$00) (\$000)	A OR G	PSR ADDRESS	TSR ADDRESS	POST CODE	\$ AMOUNT
						645	163910	1		0k	Q	0 2 0 7 4 4	0 2 4 2 3 6 H X		50K
						645	163910	1		50k	A	0 2 0 7 4 4	0 2 4 2 3 6 H X		50K
						645	163920	1		25k	AQ	0 2 6 2 8 4	0 2 4 2 3 7 OH X		25K
						645	163940	1		12.5k	AQ	0 2 1 0 8 7	0 2 2 2 3 7 OH X		12.5K
						645	163960	1		12.5k	AQ	1 1 6 2 6 5	0 2 2 2 3 7 OH X		12.5K
A = Annual, Q = Quarterly															
															Totals
															Annual \$
															Quarterly \$
DLR															
PREPARED BY: MICHAEL W. MIRE, SSGT, USAF										FVA (R2)		PMPL (R2)		PMPL (MEDICAL SUPPLY)	
OFFICE SYMBOL:															
NAME: MICHAEL W. MIRE															
DATE: 12-04-99															

ATTACHMENT 4
DD FORM 448 (MILITARY INTERDEPARTMENTAL PURCHASE REQUEST)

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST						1. PAGE 1 OF 2 PAGES
2. FSC	3. CONTROL SYMBOL NO.	4. DATE PREPARED	5. MIPR NO.		6. AMEND NO.	
7. TO: DIRNSA (ATTN: Y29 Susan Aten) 9800 Savage Road Ft Meade. MD 20755-6000			8. FROM: (Agency, name, telephone number of originator) 4 ASOG/LG (MSgt Don Seaton) Unit 29356 APO AE 09014			
9. ITEMS <input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input checked="" type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.						
ITEM NO.	DESCRIPTION <small>(Federal stock number, nomenclature, specifications and/or drawing no., etc.)</small>	QTY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE	
a	h	c	d	e	f	
	Funds to be used for the equipment below:					
001	KIV-7HS Encryption Device, P/N 4070580-0501	10	Ea	3,632.00	36,320.00	
002	4-Slot 19" Rack power supplies, P/N 4063016-2501	1	Ea	1,290.00	1,290.00	
003	AC Power Converter, 120VAC, P/N 4063014-2501	3	Ea	55.00	165.00	
004	Telephone Device, P/N 4061244-0701	10	Ea	6.00	60.00	
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND DOCUMENTS.						11. GRAND TOTAL \$37,835.00
12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's Plant)			13. MAIL INVOICES TO (Payment will be made by) 4ASOG/LG DFAS-EU Unit 29356 Unit 10010 Box 585 <div style="text-align: right; margin-top: 5px;"> PAY OFFICE DODAAD 678900 </div>			
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.						
ACRN	APPROPRIATION	LIMIT/ SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTG STA DODAAD	AMOUNT	
579	3400	309	8044 163940 637	678900	\$37,835.00	
15. AUTHORIZING OFFICER (Type name and title)			16. SIGNATURE		17. DATE	

ATTACHMENT 5
AF FORM 616 (FUND CITE AUTHORIZATION)

FUND CITE AUTHORIZATION			
ADVICE NUMBER H20K030	CHANGE NUMBER CHANGE 1	DATE ISSUED 20000013	EXPIRATION DATE 20000331
REQUESTED BY/ISSUED TO (<i>Activity's name and address</i>) 4ASOG (RCCC 163910) Unit 29356 APO AE 09014		INDIVIDUAL ADMINISTERING FCA (<i>Name, address, and telephone number</i>) MSGT CINDY COALE 4ASOG/CCEA, Unit 29356 APO AE 09014 (DSN 370-5974 FAX 370-5980)	
<p style="text-align: center;">INSTRUCTIONS TO REQUESTING/RECEIVING OFFICE</p> <p><i>This form may be used by an activity to request authority to cite funds or by the AFO to issue fund cite authority under the provisions of DFAS-DER 7010-1. Before the beginning of a period, an activity may submit this form to the AFO as a request for fund requirements for a specific period and specific purposes. The amount approved by the AFO is an estimate of the amount which may be obligated. You must advise the issuing AFO when it becomes apparent that obligations may exceed the amount made available on this form. Failure to do so may overobligate the funds administered by the AFO and result in a violation of DFAS-DER 7200-1. The recipient or person administering this document could be held responsible for the violation and subject to administrative discipline. Show the accounting classification and advice number on all obligation documents. Return a duplicate copy of this form to the issuing AFO as soon as all obligations have been incurred or on the expiration date, whichever comes first. Also return any outstanding commitment documents that authorize obligations which have not been incurred. The total amount of these documents should equal the total of the Commitment Amount columns. Send to the issuing AFO any obligation documents received after expiration of the period of the authority. DO NOT use this form after expiration even if an available balance remains. Keep the original form for your files. Instructions for</i></p>			
<p>To: Accounting and Finance Office Request authority to cite funds and incur obligations for the purpose stated below, in amount of \$ <u>10,000</u>, to cover estimated fund requirements for the period 20000131 to 20000331.</p>			
<p>PURPOSE</p> <p>To increase FCA by \$10,000 to cover costs of travel requirements for the 2nd quarter, FY00.</p> <p>CHANGE 1 \$10,000 ORIGINAL \$40,000 TOTAL \$50,000</p> <ol style="list-style-type: none"> 1. Obligations will not be incurred in excess of amounts authorized above without coordination and approval of 100AW/FMFPT. Each obligation incurred will be estimated and recorded on the reverse of this form. 2. Advise 100AW/FMFPT monthly of the status of each outstanding obligation against the authority via AF Form 616, page 2. All travel orders issued since the last transmittal will be attached to the status report. Copies of all orders published by the unit should be included in the transmittal. Negative reports are required. 3. Send the original AF Form 616 with complete listing of every order issued during the quarter to 100AW/FMFPT to arrive NLT 31 Mar 00. TDY requirements which occur during the last period of the quarter will be telecon approval with the 100AW/FMFPT with the issuance of MOD. This includes emergency leave, permissive TDY, etc. Note: Ensure that you receive confirmation of your transmittal from FMFPT within 7 days after forwarding documents to FMFPT. 4. Do not add back funds rescinded, revoked, or amended orders. Process a new AF Form 616. Questions should be directed to 100AW/FMFPT (DSN: 238-2105). 			
REQUESTER'S NAME AND GRADE MICHEAL W. MIRE, SSGT, USAF 4ASOG, Resource Advisor		REQUESTER'S SIGNATURE	
ACCOUNTING CLASSIFICATION 570 3400 300 8015 163910 01 409 678900		THIS APPROPRIATION EXPIRES 30 SEP 00	AMOUNT 10,000
<p><i>This authority to cite funds and incur obligations in the amount shown above is approved. This is not an administrative subdivision of funds per DFAS-DER 7200-1.</i></p>			
TYPED NAME, ADDRESS, AND TELEPHONE NUMBER OF ISSUING ACCOUNTING AND FINANCE OFFICER (OR OFFICIAL DESIGNEE) Certifying Official 100 CPTS/FMFL DSN: 238-2105 FAX: 238-5559 APO AE 09094-5260		SIGNATURE	

INSTRUCTIONS FOR MAINTAINING THIS FORM

OBLIGATION RECORD

AF FORM 616, 19890401 (REVERSE) (EF-V3)

ATTACHMENT 6
AF FORM 4009 (GOVERNMENT PURCHASE CARD FUND CITE AUTHORIZATION)

GOVERNMENT PURCHASE CARD				
DOCUMENT NUMBER 0002A288	DATE ISSUED 19991216	CHANGE NO. CH1	EXPIRATION DATE 20000930	MASTER ACCOUNT CODE 02A288
<p style="text-align: center;">INSTRUCTIONS TO APPROVING OFFICIAL</p> <p><i>This form is to be used by the Approving Official (AO) to request authority to expend funds for Government Purchase Card transactions.</i></p> <p><i>This funding document is issued to establish a Master Account Code assigned to the accounting classification cited below. This document also supports the reservation of funds when applicable.</i></p> <p><i>An amount equal to 1/3, 1/2, or the remaining balance of the quarterly amount will be obligated during the month that this document remains in effect. The accounting classification below will be charged for all authorized purchases made by approved cardholders.</i></p> <p><i>Cardholders are required to maintain a transaction log with a running balance of available funds.</i></p> <p><i>Cardholders must not exceed funds after the expiration date shown below even if an available balance remains.</i></p> <p><i>If cumulative expenditures exceed the commitment amount shown below, the cardholder and AO can cause a violation of DFAS-DE 7200.1R and may be held pecuniarily liable and be subject to disciplinary action.</i></p> <p><i>A separate funding document and Purchase Card account must be established for purchases to be charged to a different appropriation.</i></p> <p><i>Failure to certify and promptly submit the AO's monthly summary statement will result in the withdrawal of funding.</i></p>				
<p>REMARKS</p> <p>Change to 2nd</p>				
REQUESTING OFFICIAL DAVID A. MATHIS,		OFFICE SYMBOL 4ASOG/LGS	RESOURCE ADVISOR MICHEAL W. MIRE,	
PHONE NO. DSN: 370-5997		PHONE NO. DSN: 370-		
PRIOR QUARTERLY AMOUNT \$7,500.0	INCREASE (+) \$4,500.0	DECREASE (-)	NEW QUARTERLY AMOUNT \$12,000.0	
ACCOUNTING CLASSIFICATION 570 3400 300 8015 163910 01 61950				
FUND CERTIFYING OFFICIAL'S STATEMENT I CERTIFY THAT THE NEW QUARTERLY AMOUNT ABOVE WILL BE AVAILABLE ON THE FIRST DAY OF EACH QUARTER UNLESS OTHERWISE ADVISED BEFORE THAT DATE		APPROVING OFFICIAL'S STATEMENT I CERTIFY THAT I WILL NOT APPROVE AN IMPAC PURCHASE THAT WILL CAUSE THE TOTAL IMPAC PURCHASES TO EXCEED THE FUNDING DOCUMENT		
SIGNATURE		SIGNATURE		
TYPE NAME OF FINANCIAL SERVICES OFFICER OR DESIGNEE		TYPE NAME OF APPROVING OFFICIAL MICHEAL W. MIRE.		
ADDRESS 86CPTS/FMFL APO AE 09094-5426		ADDRESS 4ASOG/RA UNIT 29351 APO AF		
TELEPHONE NUMBER DSN: 480-5873 FAX:		TELEPHONE NUMBER DSN: 370-		

**ATTACHMENT 7
BUDGET CALENDAR**

<p align="center">OCTOBER</p> <ul style="list-style-type: none"> - Continuing Resolution Authority (Prudent Spending) - Check on JCS Exercises <ul style="list-style-type: none"> ?? Open exercise account ?? Check ESP codes - Review new fund cite with Cost Center Managers - IMPAC Bills to group RA, include outstanding charges. - TDY 616 need to be reconciled with 100th wing Mildenhall - Spend Plan due 	<p align="center">NOVEMBER</p> <ul style="list-style-type: none"> - Initial Distribution (tentative) - Unfunded Requirements due 15 Nov. - IMPAC Bills to group RA, include outstanding charges. - TDY 616 need to be reconciled with 100th wing Mildenhall - Fin Plan (RAs meet at group) - Commander's meet with Group commander to finalize the fin plan 	<p align="center">DECEMBER</p> <ul style="list-style-type: none"> - IMPAC spending log to group RA - TDY projections due to group RA 21 December. - Submit IMPAC (4009)quarterly projections no later than the 25th - IMPAC Bills to group RA, include outstanding charges. - TDY 616 need to be reconciled with 100th wing Mildenhall
<p align="center">JANUARY</p> <ul style="list-style-type: none"> - Spend Plan due - FWG/FMB - IMPAC Bills to group RA, include outstanding charges. - TDY 616 need to be reconciled with 100th wing Mildenhall 	<p align="center">FEBRUARY</p> <ul style="list-style-type: none"> - Unfunded requirements due (if changes) - IMPAC Bills to group RA, include outstanding charges. - TDY 616 need to be reconciled with 100th wing Mildenhall 	<p align="center">MARCH</p> <ul style="list-style-type: none"> - TDY projections to group RA 21 December. - Submit IMPAC (4009)quarterly projections no later than the 25th - IMPAC Bills to group RA, include outstanding charges. - TDY 616 need to be reconciled with 100th wing Mildenhall
<p align="center">APRIL</p> <ul style="list-style-type: none"> - FWG/FMB - Spend Plan due - IMPAC Bills to group RA, include outstanding charges. - TDY 616 need to be reconciled with 100th wing Mildenhall 	<p align="center">MAY</p> <ul style="list-style-type: none"> - EOY buy list - IMPAC Bills to group RA, include outstanding charges. - TDY 616 need to be reconciled with 100th wing Mildenhall 	<p align="center">JUNE</p> <ul style="list-style-type: none"> - Unit appointment letter due to group RA (Approving official, RA's, etc) - TDY projections to group RA 21 December - Submit IMPAC (4009)quarterly projections no later than the 25th - IMPAC Bills to group RA, include outstanding charges. - TDY 616 need to be reconciled with 100th wing Mildenhall
<p align="center">JULY</p> <ul style="list-style-type: none"> - FWG/FMB & First closeout meeting - Spend Plan due - IMPAC Bills to group RA, include outstanding charges. - TDY 616 need to be reconciled with 100th wing Mildenhall 	<p align="center">AUGUST</p> <ul style="list-style-type: none"> - Year end closeout meeting - IMPAC Bills to group RA, include outstanding charges. - TDY 616 need to be reconciled with 100th wing Mildenhall 	<p align="center">SEPTEMBER</p> <ul style="list-style-type: none"> - Group RA takes control of budget - Year-end Closeout - Prepare 1QTR load <ul style="list-style-type: none"> ?? EEIC 409 & 609 - Prepare AF Fm 616's (1QTR) - Prepare MIPR's for the year - Submit IMPAC (4009)quarterly projections no later than the 25th - IMPAC Bills to group RA, include outstanding charges. - TDY 616 need to be reconciled with 100th wing Mildenhall

*Request weekly MICROBAS files via E-mail [Execution Reports and Open Document Listings (ODL)] **ALL MONTHS**

ATTACHMENT 8
FINANCIAL PLAN (FINPLAN) EXAMPLE

FINANCIAL PLAN REQUIREMENTS				BASE/OBAN		RCS: DD COMP (AR) 1092 Page:1	
FY00 Financial Plan						EXHIBIT: F	
SECTION I - Program Data		PROGRAM ELEMENT 27418F, TAC Airborne Control System					
SECTION II - OBLIGATION DATA							
TITLE	DODEE	PFY	CFY	FPY	PART I FUNDED	PART II UNFUNDED COMMAND BASE	
			CMD	PB			
			DIST				
CIVILIAN PERSONNEL	01	0	0	0	0	0	0
TRAVEL & TRANSP OF PERSONNEL	02	245.6	250.0	325.0	350.5	174.5	0
TRANSPORTATION OF THINGS	03	0	0	0	0	0	0
STANDARD LEVEL USER CHARGES	04	0	0	0	0	0	0
UTILITIES AND RENTS	05	0	0	0	0	0	0
COMMUNICATIONS	06	0.6	0	1.5	1.5	0	0
PRINTING AND REPRODUCTION	07	0	0	0	0	0	0
PAYMENTS TO FNIH PERSONNEL	08	0	0	0	0	0	0
PURCHASED EQUIP MAINT CMTL	09	0	0	0	0	0	0
PURCHASED EQUIP MAINT INDUS FUND	10	0	0	0	0	0	0
PURCHASED EQUIP MAINT OTHER DOD	11	0	0	0	0	0	0
PURCHASED EQUIP MAINT INDUS FUND	12	0	0	0	0	0	0
OTHER PURCHASED SERVICES	13	12.1	0	0	0	0	0
AVIATION POL	14	0	0	0	0	0	0
OTHER SUPPLIES	16	597.0	471.5	876.5	545.0	331.5	0
EQUIPMENT	17	323.1	195.0	428.0	186.0	242.0	0
OTHER EXPENSES	18	0	0	0	0	0	0
TOTAL O&M DIRECT		1,178.4	916.5	1,831.0	1,083.0	748.0	0

OPR: Maj Stephen S. Vanderhoof, 4ASOG/LG, 370-5995, alolog@hq.c5.army.mil

ATTACHMENT 8 (CONT'D)
FINANCIAL PLAN (FINPLAN) EXAMPLE

FINANCIAL PLAN REQUIREMENTS	BASE/OBAN	RCS: DD COMP (AR) 1092 Page:2
FY00 Financial Plan		EXHIBIT: F
SECTION III - Explanation of Changes	PROGRAM ELEMENT 27418F, TAC Airborne Control System	

1. DESCRIPTION OF OPERATIONS SUPPORTED:

The 4th Air Support Operations Group (ASOG), Heidelberg, Germany, provides peacetime and wartime liaison and control for airpower employment in support of V Corps, US Army Europe (USAREUR). 4ASOG is responsible to 3rd Air Force for tasking, coordination, and employment of offensive air support to NATO elements and US Army Europe. 4ASOG provides a combat-ready offensive portion of the Theater Air Control System, including an Air Support Operations Center (ASOC) and Tactical Air Control Parties (TACPs). The ASOC and TACPs interface with corps, division, brigade, and battalion elements to coordinate close air support for Army ground troops. 4ASOG maintains the capability to deploy personnel and equipment worldwide on short notice.

2. PROGRAM SUMMARY - \$1,573,500:

4 ASOG -PEC 27418

EEIC	PFY	DELTA	CFY	DELTA	FPY	CMD UNFD	BASE UNFD
409	245.6	4.4	250.0	275.0	525.0	0	174.5
491	0.6	-0.6	0	0	0	0	0
495	0	0	0	1.5	1.5	0	0
553	3.0	-3.0	0	0	0	0	0
592	9.1	-9.1	0	0	0	0	0
604	2.5	0	2.5	0.5	3.0	0	0.5
609	329.9	-78.4	251.5	404.5	656.0	0	331.0
612	8.9	0	8.9	0	8.9	0	0
619	238.4	-47.3	191.1	0	191.1	0	0
628	83.3	-8.3	75.0	155.0	230.0	0	80.0
637	239.8	-119.8	120.0	78.0	198.0	0	162.0
641	9.8	0.2	10.0	0	10.0	0	0
693	7.5	0	7.5	0	7.5	0	0
TOTAL	1,178.4	-261.9	916.5	914.5	1,831.0	0	748.0

OPR: Maj Stephen S. Vanderhoof, 4ASOG/LG, 370-5995, alolog@hq.c5.army.mil

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ATTACHMENT 8 (CONT'D)
FINANCIAL PLAN (FINPLAN) EXAMPLE

FINANCIAL PLAN REQUIREMENTS	BASE/OBAN	RCS: DD COMP (AR) 1092 Page:3
FY00 Financial Plan		EXHIBIT: F
SECTION III - Explanation of Changes	PROGRAM ELEMENT 27418F, TAC Airborne Control System	

3. PROGRAM NARRATIVE SUMMARY:

Program Description: This program supports those activities identified in part 1, "Description of Operations Supported."

PFY to CFY Delta: -\$261,900 - Congressional-mandated budget cut of \$166.5k and quality of life initiative funds from 3AF of \$93.3k distributed in PFY.

EEIC 609: Decrease of \$78.4k will drastically impact stock supply for 4ASOG weapons systems, tactical vehicles, and support equipment during CFY - \$251.5k will not cover 4ASOG stock supply and spare parts needs for CFY.

EEIC 619: Decrease of \$47.3k will severely limit geographically separated unit (GSU) purchases during CFY - \$191.1k will not cover 4ASOG non-stock supply purchases due to closure of the base service store and corresponding increase in IMPAC expenditures for administrative items and incidental purchases. Much of the support costs normally borne by a host wing must now be absorbed by GSU budget expenditures.

EEIC 637: Decrease of \$120k will severely impact computer upgrade purchases and planned network installs at GSUs and standup of 4ASOG intel/command and control/warime support facility.

CFY to FPY Delta: \$914,500

EEIC 409: Increase of \$275k due to additional training requirements levied on 4ASOG TACPs to comply with new AFI guidance which effectively doubles training requirements. Also, we will not be able to fulfil the 16th Air Force DO's request for 4ASOG's positive control of USAF aircraft operating on the training range near Malacky Air Base, Slovakia.

EEIC 609: Increase of \$404.5k to bring supply expenditures back in line with actual requirements, as well as to accommodate a mandatory upgrade of weapons systems from bias-ply to radial tires--total of 85 vehicles require upgrade.

EEIC 628: Increase of \$155k to upgrade 4ASOG maintenance capability and provide ancillary equipment for a newly fielded theater battle management C2 system, which was deficient as delivered (not all

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ATTACHMENT 8 (CONT'D)
FINANCIAL PLAN (FINPLAN) EXAMPLE

FINANCIAL PLAN REQUIREMENTS	BASE/OBAN	RCS: DD COMP (AR) 1092 Page:4
FY00 Financial Plan		EXHIBIT: F
SECTION III - Explanation of Changes PROGRAM ELEMENT 27418F, TAC Airborne Control System		

components were included in the delivery). General support items are necessary to enhance GSU capability to maintain their own equipment.

EEIC 637: Increase of \$78k necessary to continue with computer upgrade and networks servicing GSUs co-located with Army communications support facilities.

4. UNFUNDED REQUIREMENTS:

\$748,000 base unfunded requirements:

DODDEE 02 (Travel and Transportation of Personnel): \$174.5k unfunded requirement to fund new AFI-mandated requirements for air control operations. AFI 13-1TAC levies increased requirements for TACP proficiency. Europe weather conditions often limit opportunities for controlling aircraft and, therefore, adversely impact TACP readiness. TDY funding will permit travel to locations and exercises where training can be accomplished.

DODDEE 16 (Other Supplies): \$331.5k unfunded requirement to provide supply support to 4ASOG geographically separated units to offset base service store closure and current year budget decrease.

DODDEE 17 (Equipment): \$242k unfunded requirement to provide equipment and computer support for 4ASOG units (completing equipment suite for new C2 systems, providing necessary GSU support, and addressing Y2K compliance needs).

OPR: Maj Stephen S. Vanderhoof, 4ASOG/LG, 370-5995, alolog@hq.c5.army.mil

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ATTACHMENT 9
END-OF-YEAR (EOY) LIST EXAMPLE

PRI	NOMENCLATURE	QTY	COST EA	SUB-TOTAL	PROCURE METHOD	VENDOR	LAST EXECUTABLE DATE
1	PRC-117F	15	\$33,018	\$1,089,616	MIPR	HQ SSG/DIFC IC4I PMO	22-Sep-99
2	MRC-690 Batteries	684	\$159	\$108,756	SUPPLY	N/A	Bought
3	2- Position Batt Charger	48	\$1,500	\$72,000	FORM 9	McDowell Research	Bought
4	Lite Comm Headsets	3	\$889	\$2,667	FORM 9	Television Equipment	Bought
5	CAPS Comm Sets	102	\$650	\$66,300	FORM 9	Gentex Corporation	24-Sep-99
6	SICP Shelter	2	\$20,000	\$40,000	FORM 9	Wenlau-Gichner Corp	20-Sep-99
7	LEP's	109	\$154	\$17,418	SUPPLY	N/A	Bought
8	Laser Safe Bino's	45	\$294	\$13,230	SUPPLY	N/A	30-Sep-99
9	GCP-2A	17	\$1,922	\$32,674	FORM 9	Night Vision Equipment	24-Sep-99
10	IZLID II	14	\$4,650	\$65,100	SUPPLY	N/A	30-Sep-99
11	NVG Upgrade Kits (to 7D)	104	\$4,722	\$491,088	FORM 9	Night Vision Equipment	24-Sep-99
12	Up Armor Kits	18	\$37,236	\$670,248	FORM 9	Protective Materials Co	24-Sep-99
13	Phonenix lights	25	\$26	\$650	SUPPLY	N/A	30-Sep-99
14	TALO kits	2	\$6,870	\$13,740	IMPAC	Multiple Vendors	23-Sep-99
15	10-man tents w/ECU-Gen	6	\$93,000	\$558,000	FORM 9	Eurovinil S.p.A.	16-Sep-99
16	Fans	20	\$20	\$400	IMPAC	AAFES	23-Sep-99
17	Footlockers	150	\$35	\$5,250	IMPAC	AAFES	20-Sep-99

ATTACHMENT 10
UNFUNDED REQUEST EXAMPLE

Section: II – NAF

Priority: II

Title: Lightweight Maintenance Capability/UTC Required Equipment

Unfunded Amount: \$2,044.6

Baseline Amount: \$0

BA/BPAC: 01

PEC: 27418F

EEIC: 639

HQ Functional: LG

NARRATIVE JUSTIFICATION:

Eight HMMWV-mounted, lightweight maintenance shelters are required to support Tactical Air Control Parties (TACP) assigned to Army V Corps divisions. This configuration provides a greatly reduced maintenance footprint at the division-level TACPs supporting the US Army and significantly decreases the airlift required to bring the TACP support to the fight. Current maintenance practices require weapons systems to be removed from service and returned to a maintenance facility in rear operations. Additionally the TACPs are in desperate need of night vision equipment; the GCP-2A and laser-safe binoculars are required UTC items. The GCP-2A emits a beam of energy visible to aircrews and TACPs who are wearing night vision devices, allowing the aircrew to positively identify the target and prevent fratricide. The laser-safe binoculars provide the minimum required protection for the TACPs vision against hazardous laser equipment employed on the battlefield. Furthermore, the M-1101 trailer is a new required item on the UTC. It carries additional cargo that exceeds the capacity of the M-1114, armored HMMWV. A total of 58 trailers, 52 GCP-2As and 26 binoculars are required to fill our UTC requirements.

IMPACT IF NOT FUNDED:

Continued enlarged maintenance footprint and extended transit time to/from the maintenance facility for forward-deployed USAF TACP weapons systems, delaying their repair. Current vehicle/maintenance shelter configurations severely limit the type aircraft require to deploy division level maintenance teams. These timelines have become logistically unacceptable for adequate maintenance support. Without the GCP-2A we increases the chances for fratricide and mission failure. Additionally, our personnel will be exposed to dangerous levels of laser radiation resulting in potentially permanent eyesight damage. They will also be unable to properly view the target area to ensure deconfliction of delivered munitions and prevent fratricide. Without funding for the M-1101 trailer, all required equipment will not make it to the battlefield, causing serious mission degradation.

N. SEND FUNDS TO: 4th Air Support Operations Group
Capt Brenda Mangente
Unit 29356 APO AE 09014-5000
DSN: 370-5995/5973

M. PROJECT MANAGEMENT POCS:

Primary: MSgt Randy Jones, 4 ASOG/LG,
Unit 29356, APO AE 09014
'alologsupt@hq.c5.army.mil'

Alternate: Capt Brenda Mangente, 4 ASOG/LG,
Unit 29356, APO AE 09014
'alolog@hq.c5.army.mil'

C2IP Validation Checklist

CINC

UHF SATCOM Radios Project # 4ASOG #

Meets Minimum Criteria (all must be yes)

Yes / No

1. Utility. Timely, low-cost, near-term improvement to the CINC's C2 system necessitated by unforeseen situations. Yes
2. Project Size. \$300,000.00 or less. Yes
3. Project Duration. Completed and operational within one year. Yes
4. Conformity and Interoperability.
 - a. C2IP projects must be consistent with the C4I for the Warrior concept and the Defense Information Infrastructure Common Operating Environment (DII/COE) Yes
 - b. C2IP projects must be interoperable between Service C2 systems Yes
5. Logistics Supportability. C2IP projects will be logistically supported through standard DOD logistics channels or have provisions for follow-on contractor support included in the normal O&M budget. Yes
6. Human Resources. Human resource requirements generated from C2IP projects will be fulfilled through standard procedures. Yes

ATTACHMENT 12
CIF SUBMISSION EXAMPLE

4ASOG CINC INITIATIVES FUND SUBMISSION

Submitted by: 4th Air Support Operations Group Commander

Amount Requested: \$1,068,000.00

Title: Lightweight TACP Maintenance Capability

Type Activity: Contingencies and Selected Operations

Description:

?? ? What will funds buy?

?? ? Four version 4 HMMWV-mounted lightweight maintenance shelters to support Tactical Air Control Parties (TACP) assigned to EUCOM's V Corps divisions. The Standardized Integrated Command Post (SICP) system version 4 model, comes equipped with a 10Kw lightweight auxiliary power unit, 18,000 BTU/hr environmental control unit, equipment racks, and maintenance position.

?? ? Four version 2 HMMWV-mounted lightweight maintenance shelters. The Standardized Integrated Command Post (SICP) system version 2 model is an empty shelter used to transport critical spare electronic parts to the fight.

?? ? Four heavy-duty reinforced HMMWVs (M-1113) to support the weight of the shelter and its internal components.

?? ? What will be accomplished?

?? ? Purchase of materials (SICP shelters and HMMWV vehicles)

?? ? Shipment of materials to customer

Justification: Required to more effectively carry out EUCOM's mission of providing combat-ready forces to support U.S. commitments to the NATO alliance. A lightweight capability decreases the airlift required to bring the TACP support to the fight and provides a greatly reduced maintenance footprint at the division-level TACPs supporting EUCOM's V Corps. Current maintenance practices require weapons systems to be removed from service and returned to a maintenance facility in rear operations. The SICP shelter will allow this maintenance capability to move forward, eliminating valuable transit time and placing a first-look maintenance capability where it is truly needed. The capability allows a much more flexible UTC that can be tailored to support any size mission and gives EUCOM more robust Close Air Support.

?? ? Impact if not funded - Outdated, logistically unacceptable maintenance support and lengthy maintenance on forward-deployed weapons systems resulting in possible denial of critical Close Air Support to EUCOM's front line war fighters.

(1) (1) Why was the project not funded last year? Funding was not available.

(2) (2) Why does the project need to be funded this year? The US Army provides maintenance support on TACP vehicles. They are phasing out our 5 ton vehicles and we need to replace them with the M-1113 HMMWVs.

(3) (3) Can the project be delayed until next year? No.

?? ? If not, state the reason why? The division-level TACP has a lightweight maintenance capability shelter on its UTC, 7FVUK. As the Army will no longer support 5 ton vehicles, this capability must be procured.

(4) (4) What is the impact of failure to fund this year? Continual enlarged maintenance footprint and transit time to/from the maintenance facility for forward-deployed TACP weapons systems.

Funding Plan

Type of funds: O&M--None; Procurement--\$1,068,000

Breakout of expenditures:

<u>Item</u>	<u>Class</u>	<u>Unit</u>	<u>Price/Unit</u>	<u>Total</u>
M-1113 Vehicle	3111	4 each	57,000.00	228,000.00
SICP Shelter V4	3141	4 each	180,000.00	720,000.00
SICP Shelter V2	3159	4 each	30,000.00	120,000.00
TOTAL				\$1,068,000.00

Project Point of Contact: Jimason J. Rand, Lt Col, 4ASOG/CD, DSN: 370-5971

Contracting Point of Contact: Adam Kern, LN-8, HQ USAFE/LGCS, DSN: 489-7608

Approving Authority: (CINC or deputy CINC)

[illegible]

ATTACHMENT 14 (CONT'D) GWPC SPENDING LOG

INSTRUCTIONS FOR FILLING-OUT AND REPORTING IMPAC EXPENDATURES

Fill-out the sheet as follows:

Fill in your organization, your name, office symbol, and telephone number.

1st thing on a new sheet will be to fill in the far right field (Balance) with your available balance. Remember that your money is on a quarterly basis and resets to your full quarterly allowance on the beginning of each quarter with no carry over of available funds from a previous quarter (You should get this number from you resource advisor). Also, remember that the billing cycle ends on the 23rd of each month. So charges for a particular month/quarter must be billed and accepted by the bank by the 23 of the month. Next calculate any non-cleared charges from previous months (outstanding charges) and fill this column in. One completed subtract this from you available balance, since this counts as current quarter charges and you now have your actual available balance.

Date: - The entry date into the log
Requester's Name: - The person that requested the item/service
Item/Service: - What the item(s) or service(s) is
Vendor/Phone: - List the vendor and their phone number
Qty: - List the quantity purchased or V if too many to list
Unit price: - The cost of the item or V if too many to list
Total price: - The total price of all purchases on this charge (including any discounts given)
Date rec'd: - The date the purchase was received.
Date cleared/ on bill: - The date the charge appeared on the bill (if not on current months bill then say carried over to next month, and transcribe the purchase onto the next months register)
Disputed qty: - List any charge that has been disputed, the quantity, and attach a memorandum for record
Amt Billed: - The amount of the charge on the actual bill
Balance: - Your current quarterly balance available to you. Remember that any charges placed after the 23rd of the month go against the next \$ of outstanding charges: - Total amount of charges that have not cleared from previous month or quarter bills. These charges count against your current quarter's available balance. Once the charge has cleared go back and annotate this on actual month's log that the charge was made, also annotate on month's log that charge cleared by creating a new line listing outstanding month's charge and amount cleared. Next subtract this from your current outstanding charges column.
 month/quarter's bill (if at the end of current quarter)

Sign and date in the appropriate blocks at the bottom of the form. List what billing cycle this register is for and fax to the approving official with the bill. Keep any disputes, all charges, and a copy of the signed bill with this register until the end of the following fiscal year then it pertains to.